



FAIRFAX COUNTY GOVERNMENT



Director, Department of Planning and Zoning

PROFILE

FAIRFAX COUNTY, VIRGINIA

Fairfax County is one of the premier centers of commerce and technology in the United States, providing businesses the vibrant environment needed to compete in the 21st century. When compared to other similar areas of the country, Fairfax County stands out as an excellent business location. Northern Virginia has added jobs in the last year, while other areas of the country have lost jobs. In Fairfax County, businesses find:

- a highly educated and trained workforce;
- a dynamic network of technology firms and services;
- strategic access to international airports and Washington, D.C.;
- superior digital infrastructure, including Internet backbone connectivity;
- a competitive tax structure;
- affordable, flexible and attractive real estate options;
- a multi-modal transportation network; and
- excellent public schools, colleges and universities.



County Budget

The total FY2011 county budget is \$3.31 billion, including a General Fund budget of \$3.3 billion. Slightly more than \$1.6 billion of that goes to the Fairfax County Public Schools.

Bond Rating

AAA from Standard & Poor's, Moody's and Fitch Investors Service. Only 23 counties in the U.S. received AAA ratings from all three bond rating agencies.

LIVING IN FAIRFAX

Once a farming community neighboring the nation's capital, today Fairfax County is a major business center in the Washington, D.C. area. The county is the largest jurisdiction in the Washington area and contains some of its most desirable residential communities.

Business taxes generated by commercial development fund some of the finest public services in the country. The Fairfax County Public School System is consistently rated among the best in the nation, with many special academic programs, and high test scores and graduation rates. The Fairfax County Public Library System is the largest public library system in Virginia with a total circulation topping 13 million items a year.

Fairfax County offers its residents a broad range of historical and entertainment options, including the National Air and Space Museum's Udvar-Hazy Center and George Washington's Mount Vernon Estate. Fairfax County residents also take advantage of nearby cultural and recreational outlets. To the east there is the Chesapeake Bay, Atlantic Ocean beaches, and the

monuments, museums and night life in Washington, D.C. To the west are the famed Blue Ridge Mountains. To the south are the Civil War battlefields surrounding Manassas, Fredericksburg and Richmond. Fairfax County has a lot to offer—a dynamic business community, a range of housing options, and an abundance of recreational opportunities and proximity to Washington, D.C., the mountains and the beaches.

ABOUT THE DEPARTMENT

The Department of Planning and Zoning (DPZ) is comprised of three primary divisions, including the **Zoning Administration Division**, the **Zoning Evaluation Division**, and the **Planning Division**. In addition, there is an Administration Section that handles the daily responsibilities for human resources, payroll, purchasing, budgeting and information technology. The primary purpose of the department is to provide proposals, advice and assistance on land use, development review and zoning issues to those who make decisions on such issues in Fairfax County. DPZ has 158 employees and a budget of \$10.32 million.

THE MISSION

To provide proposals, advice and assistance to those who make decisions to enhance the county's natural and man-made environments for present and future generations.

THE STRATEGY

Strategic issues for the department include:

- Encourage public participation in resolution of planning and zoning issues and applications;
- Identify environmental resources and potential impacts in order to protect these resources;
- Identify planning and zoning issues and gather technical information and offer expert recommendations on these issues;
- Ensure compatibility of land uses through consistent interpretation of the Zoning Ordinance and Comprehensive Plan; and
- Participate in regional planning efforts with bodies such as the Metropolitan Washington Council of Governments and Northern Virginia Regional Planning Commission.

ABOUT THE DIVISIONS THAT CARRY OUT THE STRATEGY

The Zoning Administration Division

- Prepares Zoning and Noise Ordinance Amendments
- Prepares responses to requests for Zoning Ordinance interpretations and zoning compliance letters
- Prepares and presents staff reports for appeals of Zoning Administrator decisions
- Prepares and coordinates the distribution of Zoning Ordinance supplements



The Zoning Evaluation Division

Special Projects and Applications Management

- Accepts all zoning applications (re-zonings, special exceptions special permits, variances)
- Processes interpretations of previously approved zonings

Rezoning and Special Exception Evaluation

- Processes and coordinates Rezoning and Special Exception Applications.
- Conducts technical review, negotiates with applicants, responds to citizen inquiries
- Coordinates legal advertising for public hearings
- Presents applications and staff position at public hearings before the Planning Commission and Board of Supervisors

Special Permit and Variance Evaluation

- Processes and coordinates Special Permit and Variance applications
- Conducts technical review, works with applicants, responds to citizen inquiries
- Coordinates legal posting of application properties
- Presents applications and staff position at public hearings before the Board of Zoning Appeals



The Planning Division

Policy and Plan Development

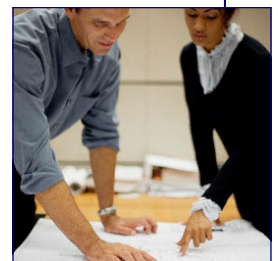
- Provides interpretations of the county's Comprehensive Plan
- Conducts Comprehensive Plan updates and reviews amendments
- Conducts planning studies Assesses development potential under the Comprehensive Plan

Facilities Planning

- Conducts public facilities planning and review
- Prepares the Capital Improvements Program
- Conducts and coordinates telecommunications facilities review
- Provides comments on state and federal projects

Environment and Development Review

- Reviews zoning applications for conformance with the Comprehensive Plan
- Conducts environmental planning
- Historic Preservation Planning



ABOUT THE POSITION

This is an exceptional opportunity for an experienced professional to manage the complexities and challenges of urbanization of a growing county. This is a highly visible position and plays an integral role in driving the successful outcomes of DPZ.

The Director of Planning and Zoning provides oversight for:

- Land use ordinances, and development review functions.
- Ensuring subdivision and site plan reviews are in compliance with county zoning, subdivision, planning and flood plain regulations.
- Making public presentations to boards and commissions and serving as staff to the appointed Planning Commission and Board of Zoning Appeals.
- Updating the comprehensive plan.
- Connecting with special interest groups throughout the county; as well as general public outreach and education.
- Implementing and monitoring the county's comprehensive plan.
- Updating proposed revisions to locally adopted ordinances and regulations
- The development of long-range planning assignments such as the Dulles Rail System, the redevelopment plans for Tysons Corner, and small area plans.
- Facilitating and sustaining interagency relationships.

The director serves at the pleasure of the County Executive and will report directly to the Deputy County Executive.

Job Requirements

Comprehensive knowledge of:

- Principles, practices, scope and techniques of various phases of county planning;
- Statistical and research methods relating to county and general growth of the metropolitan area;
- Land use and zoning and federal, state and local laws as they relate to urban planning.

Senior-level public and/or private sector experience:

- Directing and supervising staff engaged in the inspection of buildings under construction, alteration, or modification for compliance with all appropriate codes and regulations and for conformity with approved plans and permits;
- Directing and supervising staff engaged in plan review functions for compliance with building codes and standards, building permit processing and issuance;

- Developing, presenting and implementing all elements of the land use, transportation, and public facilities sections of the master plan;
- Coordinating, approving and executing policy methods and procedures related to county planning activities, programs and projects;
- Public relations to include difficult negotiations, presentation and interpretation of county planning policies and regulations, and addressing problems of a professional and technical nature with administrative officials, representative groups, press and the public;
- Directing the preparation, approval, review and maintenance of complex and specialized planning records and reports.

Proven ability to:

- Plan, direct and review work of staff;
- Design, analyze, write and edit research studies and surveys;
- Speak and write effectively;
- Deal tactfully and effectively with the press, general public, elected officials, and professional and technical persons and employees;
- Coordinate the activities of the department with those of other county departments and governmental agencies.

THE CANDIDATE

Education, Experience and Professional Development

The ideal candidate should possess:

- A master's degree in urban and regional planning, business or public administration, architecture, engineering or a related field from an accredited university.
- Ten years of increasingly responsible managerial experience in a large local government or the private sector (county/city experience preferred).
- Successful interaction with elected officials, the media, staff, appointed commissions, and state and federal agencies.
- Ability to deliver sound professional judgment; diplomacy and ethical practices.
- Ability to analyze and interpret fiscal and program data workflow and present findings and recommendations to boards and commissions.
- Ability to plan, implement and deliver comprehensive design plans.
- Certified Planner with the American Institute of Certified Planners is desired.



Leadership Style

The ideal candidate should have:

- The ability to drive effective outcomes for the betterment of the staff and county operations;
- A responsive, "can do" attitude and leadership style that promotes a "customer friendly" work environment;

- The ability to make unbiased and sound business recommendations to the Board of Supervisors;
- A business mentality of fiscal responsibility and an understanding of the importance of “return on investment;”
- The ability to succeed in a politically charged environment;
- The ability to monitor and empower staff, and lead by example;
- Willingness to draw on the leadership and experience of board and commission members;
- A supportive and respectful management style that embraces sensitivity, diversity, and confidentiality.

Personal Traits

The candidate should be able to:

- Direct an organization and its staff with high standards, personal strength, and integrity in the face of pressure and adversity;
- Demonstrate a professional presence and a willingness to listen to all viewpoints objectively.

Special Requirements

Employment will be contingent upon the completion of a credit check and a criminal background investigation to include fingerprinting, plus a “Statement of Economic Interest” disclosure is mandatory. Certified Planner with the American Institute of Certified Planners.

COMPENSATION AND BENEFITS

The salary for this position is negotiable within the established range, depending upon the qualifications and relevant experience of the selected candidate. In addition, the county offers an excellent fringe benefits package, including separate vacation and sick leave banks, 14 paid holidays, retirement, health and life insurance, flexible spending accounts, and eligibility for deferred compensation.

All employment offers are contingent upon the completion of a credit check and a criminal background investigation, which involves fingerprinting, to the satisfaction of the employer.

TO APPLY

Submit your resume online through Fairfax County’s AIMS system at:

www.fairfaxcounty.gov/jobs

Refer to **Job# 10-0746** when applying. Deadline for applications is January 14, 2011.



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Human Resources**

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